



City of Seat Pleasant
Neighborhood & Commercial Compliance
311 68th Place, Seat Pleasant, MD 20743 P:301.336.2600 F: 301.456-8681
www.seatpleasantmd.gov

APPLICATION FOR BUILDING PERMIT

All information is **REQUIRED** for processing. Failure to fill out all of your information in a legible handwriting and required documents will result in delay of your permit and project.

PROPERTY INFORMATION

TODAY'S DATE: _____

Address _____

Lot # _____ Block # _____ or Liber _____ Folio _____ Parcel _____

Lot Size _____ sq. ft. Current Lot Coverage _____ sq. ft. Lot Coverage after project _____ sq. Ft.

Front Setback _____ Rear Setback _____ Side Setback _____

Will you install hardscape? ___ yes ___ no Identify hardscape materials: _____

Driveway sq. ft. _____ Walkway sq. ft. _____

Current Use of Property _____ Proposed Use _____

PROJECT INFORMATION

County Permit No. _____ Date _____ ☐ New ☐ Renewal Project Type:

☐ New Construction ☐ Addition ☐ Renovation ☐ Installation

☐ Demolition ☐ Repair ☐ Structural Renovation

Description of Work (attach work list)

Applicable and include county permits ☐ HVAC ☐ Electrical ☐ Plumbing

Estimated cost by contractor \$ _____ Please attach contractor's proposal

IDENTIFICATION

The applicant is ☐ the Property Owner ☐ Lessee of the Property Owner ☐ Contractor

If the Property Owner is a business, name of Business _____

Your Name _____

Mailing Address _____

Phone _____ Email _____

Contractor _____ MHIC No. _____

APPLICATION CHECKLIST

All the following are required with the submission of your application failure to submit documents will delay your permit and project.:

- ☐ Photographs showing current condition of property attached or current elevations of existing conditions on plans
- ☐ Copy of plans
- ☐ Copy of approved County Permit or ☐ No County Permit required
- ☐ Receipt of County fees paid
- ☐ Seat Pleasant Permit Application fees * Dumpster & Fence Permits require a separate application.

FEE CALCULATIONS

City of Seat Pleasant Building Permit Application

Prince George's County Permit Fee: \$ _____ /2 = \$ _____ + \$100.00 COSP Fee

Total Due: \$ _____

Paying via: Credit Card _____ Business Check _____ Money Order _____

Additional Fee's may apply in the event a Structural Engineer is required to inspect the project at \$75 per hour.

PROPERTY OWNER AFFIDAVIT

I hereby certify that I am the legal owner of the subject property and the work described on this permit application shall be completed by me or my contractor or lessee identified in this application. I am familiar with the applicable codes and requirements of the City of Seat Pleasant and take full responsibility for all code compliance, fees and inspections related to the project that is the subject of this Application.

Printed Name of Property Owner

Name of Representative (if applicable)

Property Owner/Representative's Signature Date

PERMIT APPLICANT SIGNATURE

I hereby certify that the information on this application is true and correct. I have reviewed all deed restrictions that may apply to this construction and am aware of my responsibility thereunder. I certify that the proposed work is authorized by the owner of record and I have been authorized to make this application as the property owner(s) authorized agent. Further, I agree to conform to all applicable laws and ordinances of jurisdiction.

Printed Name of Applicant Name of Representative (if applicable) Title (if applicable)

Applicant/Representative's Signature

Date

PLEASE ALLOW ONE WEEK FOR PROCESSING ALL PERMIT REQUESTS